

## MANAGER OF LIBRARY SUPPORT SERVICES

**GRADE 38**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs intermediate professional and administrative work assisting with budget development and implementation; does related work as required. Work is performed under general supervision. Supervision exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Overseeing financial accounting of various revenues; preparing various financial budget and statistical reports; assisting patrons; maintaining records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, directs, manages and coordinates the technical services division and the billing/personnel function.
- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals.
- Assists in the preparation of the annual budget; monitors current year budget and advises Library Director regarding problems; allocates and monitors division budgets.
- Generates system-wide library statistical reports; prepares and reports statistics to the Library Board, Library of Virginia and County.
- Compiles and prepares trust fund and revenue reports.
- Compiles purchase order requests and expenditure reports; prepares inventory lists.
- Participates in committee to improve service to patrons, study policies, etc.; contributes to policy development and implementation; contributes to long-range plans and operating and capital budget projections planning.
- Participates in maintenance of library's operating system; reports problems to vendor; keeps up-to-date on enhancements provided by vendor; informs staff of upgrades and enhancements.
- Attends and participates in various meetings.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles, methods and practices of personnel management; thorough knowledge of library trends, services and equipment; thorough knowledge of community needs and interests in relation to library services; thorough knowledge of cataloguing and classification plans; thorough knowledge of sound methods of management, supervision and training; skill in analyzing library needs and evaluating library services; ability to communicate effectively both orally and in writing; ability to develop budget estimates and prepare statistical reports and summaries; ability to establish and maintain effective working relationships with the Library Board and associates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and extensive accounting experience.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.